



City of Seat Pleasant, Maryland

APPROVED BUDGET FY 2011

MAYOR AND CITY COUNCIL
Line Item Format



A City of Excellence

APPROVED
FY 2011 REVENUES

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 REVENUES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8MONTHS ACTUALS	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
TAXES					
4000.00	Real Property Taxes	1,151,238	1,205,507	982,916	1,205,507
4001.00	Personal Property Taxes	1,044,071	1,044,071	1,135,302	1,044,071
4000.50	Penalties & Interest	2,426	10,456	4,167	10,456
4000.10	Tax Credit – Excess Credit (A)	-4,200	-4,200	-4,200	-4,200
4003.00	Admission & Amusement	131	500	2,100	500
4010.00	Highway – Shared User	104,098	121,250	15,983	7,000
4015.00	Police – State Aid	37,436	96,524	46,734	96,524
4005.00	Income Taxes	119,779	150,000	80,243	150,000
Subtotals		2,454,979	2,624,108	2,263,245	2,509,858
LICENSES & PERMITS					
4323.00	Liquor License	550	700		700
4321.00	Business & Traders License	16,774	20,000	13,650	20,000
4313.00	Building Permits	162	500	498	500
Subtotals		17,486	21,200	14,148	21,200
FEDERAL, STATE, AND COUNTY SHARED REVENUES					
4310.00	Comm. Dev. Block Grant	244,376	246,335		246,335
4220.00	County Business Licenses		1,000		1,000
4110.00	County Bank Stock Tax		2,563	2,563	2,563
4105.00	County Disposal Fee	11,200	14,944	7,472	14,944
4359.00	LLEB				
4364.00	C/Safe Grant	21,439	62,000	27,587	62,000
4366.00	Livable Communities				
4367.00	Bus Shelter Grant	1,215	5,000	1,217	5,000
4370.00	NR Grant	12,542	3,753		3,753
4373.00	Community Legacy		100,000	80,000	100,000
4401.00	Open Space	61,500	80,000	24,261	80,000
4402.00	Legacy Planning Grant		35,000		35,000
Subtotals		352,272	550,595	143,100	550,595

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 REVENUES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8MONTHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
REVENUES FOR CITY SERVICES					
4601.00	Copier Fees and Notary Fees	33	50	235	50
4603.00	Sale of Maps & Publications	300	30	180	300
	Subtotals	333	350	415	350
4501	SPECIAL TRASH PICKUP	125	500		500
	Subtotal	125	500		500
CABLE TV					
4334.00	Cable Fees	17,071	28,855	24,496	28,855
	Subtotal	17,071	28,855	24,496	28,855
FINES AND FOREITURES					
4701.00	Parking Citations	1,639	2,500	1,298	10,000
4702.00	Housing Codes	23,499	25,000		45,000
4703.00	Seizure Funds	6,128	7,000	973	7,000
	Subtotals	31,266	34,500	2,271	62,000
REVENUES FROM INTEREST INCOME					
4800.00	Interest (B)	17,746	22,000	7,708	22,000
	Subtotals	17,746	22,000	7,708	22,000
4801.00	Rental Concession	9,000	9,000		
	Subtotals	9,000	9,000		

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 REVENUES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8MONTHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
OTHER REVENUES					
4655.00	Vending Machines		500	831	500
	Subtotals		500	831	500
SALE OF LAND AND EQUIPMENT					
4625.00	Sale of General Fund Equipment				
4426.00	Sale of Seizure Fund Equipment				
	Total Revenues	2,900,278	3,282,608	2,456,214	3,195,858
	Total Expenditures	1,918,071	3,383,841	1,550,252	3,411,503
Other Financing Sources					
4901.00	UDAG				
4902.00	Refuse Fund Payback ©	51,739	51,739	34,492	51,739
4903.00	Allocation from Fund Bal.(D)		49,494	24,747	163,906
	Total Revenues & Other Financing Sources	2,952,017	3,383,841	2,515,453	3,411,503

FOOTNOTES

A) TAX REDUCTION GIVEN TO HOMEOWNERS ON THEIR ASSESSMENTS WHEN IT EXCEEDS 15% OF PRIOR YEAR.

B) INTEREST ON INVESTMENTS

- C) MONIES OWNED TO THE GENERAL FUNDS FROM THE REFUSE FUNDS
- D) FUNDS ALLOCATED FROM FUND BALANCE



A City of Excellence

APPROVED
FY 2011 EXPENDITURES



*Elected Officials
And
City Clerk*

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8 MONTHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
ELECTED OFFICIALS CITY COUNCIL					
5100.01	Salary	22,971	30,916	22,373	31,844
5000.01	Cost of Living		928		
5105.01	FICA	1,757	9,407	1,313	9,407
5110.01	Workmen's Compensation	102	106	60	106
5225.01	Training	12,952	34,300	6,798	26,250
5250.01	Association Dues	1,400	1,400	1,244	1,400
5253.01	Promotional Activities				
5355.01	Insurance Public Officials	14,553	14,553	14,553	14,916
5450.01	Supplies	335	500	16	500
5500.01	Service Expense	16,800	25,200		25,200
5600.01	Telephones	2,040	3,000		3,000
5601.01	Constituent Services		700		700
Total		72,910	121,010	46,357	113,323

SALARY

This line item represents funds allocated for the salaries of the City Council members.

COST OF LIVING

This line item represents the deletion of funds allocated for a 3% cost of living increase for the City Council members set by ordinance 88-01.

SERVICE EXPENSE

This line item represents funds allocated for the reimbursement of expenses incurred in carrying out of official duties

TRAINING

This line item represents funds allocated for the council members to attend the Maryland Municipal League and National League of Cities Conferences plus per diem, lodging, travel related to these conferences and mileage reimbursement in excess of 50 miles when personal vehicles are used.

ASSOCIATION DUES

This line item represents funds allocated to pay municipal and other association dues.

INSURANCE - PUBLIC OFFICIALS

This line item represents funds allocated for the protection of the City Council members in case of any litigation.

TELEPHONES

This line item represents funds allocated for cellular communication equipment and monthly service.

CONSTITUENT SERVICES

This line item reflects funds allocated for activities in the city's wards

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8 MONTHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
	ELECTED OFFICIALS CITY CLERK				
5100.02	Salary	29,904	44,180	29,119	45,506
5000.02	Cost of Living		1,326		
5105.02	FICA	1,959	3,485	2,185	3,485
5110.02	Workmen's Compensation	22	33	14	33
5112.02	Maryland Unemployment	202	221	144	221
5114.02	Health Insurance	432	2,000	1,160	2,000
5130.02	Election Expense	6,934			
5250.02	Association Dues		175	50	175
5251.02	Notices	999	2,100	2,050	4,000
5277.02	Meeting	512	1,000	413	1,000
5450.02	Supplies	1,085	2,000	1,151	2,000
5600.02	Training	1,520	3,000	2,403	3,000
5975.02	Capital Outlay	4,515	2,300	1,255	2,000
Total		48,084	61,820	39,944	63,420

SALARY

This line item represents funds allocated for the salary of the City Clerk

COST OF LIVING

This line item represents the deletion of funds allocated for a 3% cost of living increase for the City Clerk.

Capital Outlay

This line item represents funds allocated for external hard drive, supplemental update of the City Code Replacement disk and City server.

ASSOCIATION DUES

This line item represents funds allocated to pay municipal and other association dues.

NOTICES

This line item represents funds allocated to insure sufficient public notice and to meet legal requirements for City ordinances and resolutions, charter amendments, special meetings and hearings, and elections.

MEETINGS

This line item represents funds allocated to provide refreshments and other services for public meetings.

SUPPLIES

This line item represents funds allocated to provide for the procurement of office supplies incidental to the operations of the Office of the Clerk.

TRAINING This line item represents funds allocated for the City Clerk to attend the International Institute of Municipal Clerks and Municipal Clerks Association, Maryland Municipal League, National League of Cities and other professional conferences, training and local travel.

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8 MONTHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
ELECTED OFFICIALS					
MAYOR					
5100.03	Salaries	4,537	6,944	4,815	7,152
5000.03	Cost of Living		208		
5105.03	FICA	324	547	368	547
5100.03	Workmen's Compensation		207		207
5500.03	Service Expense	2,400	3,600	2,700	3,600
5225.03	Training	1,831	5,000	2,980	3,750
5250.03	Association Dues	799	800	625	800
5253.03	Promotional Activities Expense		2,500	110	3,000
5355.03	Insurance Public Officials	700	700	700	700
5450.03	Office Supplies	1,116	1,200	30	600
6017.03	Contractual Services		28,000	2,500	28,000
5975.03	Capital Outlay				
Total		11,707	49,706	14,828	48,356

SALARIES

This line item represents funds allocated for the following.

Mayor \$7,152.00

COST OF LIVING

This line item represents funds deleted for the allocation of a 3% cost of living increase for the Mayor set by ordinance 88-01.

SERVICE EXPENSE

This line item represents funds allocated for the reimbursement of expense incurred in carrying out of official duties.

TRAINING

This line item represents funds allocated for the Mayor to attend the Maryland Municipal League, National League of Cities Conferences, Maryland Mayors and Black Mayor's Conference plus per diem, lodging, travel related to these conferences and mileage reimbursement in excess of 50 miles when a personal vehicle is used.

ASSOCIATION DUES

This line item represents funds allocated for due to the Maryland Mayors Association and the Black Mayors Association.

INSURANCE - PUBLIC OFFICIALS

This line item represents funds allocated for the protection of the Mayor in case of any litigation.

OFFICE SUPPLIES

This line item represents funds allocated to provide for the procurement of office supplies incidental to the operation of the Office of the Mayor.

CONTRACTUAL SERVICES

This line item represents fund allocated for a full-time Administrative Assistant on a contractual basis...

CAPITAL OUTLAY

This line item represent fund allocated for a computer, lap top, and television screen.



City Administration

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8MONTHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
CITY ADMINISTRATOR ADMINISTRATION					
5100.04	Salaries	93,891	170,654	37,987	170,654
5000.04	Cost of Living		1,864		
5105.04	FICA	5,656	13,198	2,906	13,198
5110.04	Workmen's Compensation	1,072	2,588	715	2,588
5112.04	Maryland Unemployment	188	1,600	170	1,600
5114.04	Health Insurance	1,871	3,228	2,624	3,228
5350.04	Insurance	19,363	25,338	11,590	25,971
5400.04	Service Contract	19,314	33,239	22,818	33,239
5425.04	Newsletter	1,219			
5450.04	Supplies	14,499	10,000	9,771	10,000
5475.04	Postage	1,426	1,500	1,041	1,500
5500.04	Telephones	11,757	10,000	7,463	10,000
5501.04	Local Travel		500		500
5600.04	Training	2,235	6,104	325	6,104
5675.04	Utilities	13,793	20,000	12,082	20,000
5678.04	Petroleum Related Adjustment		10,000		10,000
5975.04	Capital Improvements	16,075	25,000	3,470	5,500
5978.04	Surplus		15,348		15,348
6017.04	Contractual Services		45,000		45,000
Total		202,359	395,161	112,962	374,430

SALARIES

This line item represents funds allocated for the salaries paid to 4 fulltime employees:

City Administrator	68,500
Administrative Assistant	36,268
Receptionist	27,750
Human Resource Officer	40,000

COST OF LIVING

This line item represents funds deleted for the allocation of a 3% cost of living increase for the current staff.

INSURANCE AND LEGAL SERVICES

This line item represents funds allocated for general liability insurance and legal services.

SERVICE CONTRACT

This line item represents funds allocated for maintenance contracts on office equipment such as computers, copiers, and fax machines and legal service fees.

NEWSLETTER

This line item represents funds allocated for the production and distribution of the city's newsletter.

TELEPHONES

This line item represents funds allocated for telephone usage for the city staff.

SUPPLIES

This line item represents funds allocated to provide for the procurement of office supplies incidental to the operations of the city departments other than Police, City Clerk and Economic and Community Development.

LOCAL TRAVEL

This line item represents funds allocated for mileage and for minor miscellaneous expenses incurred by Administrative staff on City business.

TRAINING

This line item represents funds allocated for the Administrative staff to attend Maryland Municipal League Conference, and National League of Cities Conference and other professional conferences and training.

UTILITIES

This line item represents funds allocated for utility usage for the city staff.

PETROLEUM RELATED ADJUSTMENTS

This line item represents funds allocated to provide for unanticipated increases in petroleum related goods and services procured by the City of Seat Pleasant. No funds can be expended from this line item without approval by four Council Members.

CAPITAL IMPROVEMENTS

This line item represents funds allocated for following items

1. Web Site maintenance content \$ 2,500
2. Computer, lap top and television screen \$3,000

SURPLUS

This line item represents funds allocated for the possible of fortuitous events. No funds can be expended from this line item without the approval of a majority of the City Councilmembers. No funds are reflected in this line item.

CONTRACTUAL SERVICES (\$45,000 GRANT WRITER)

THIS LINE ITEM REPRESENTS FUNDS FOR A GRANT WRITER .THE GRANT WRITER POSITION IS UNDER A FULLTIME CONTRACTUAL ARRANGEMENT.



Economic & Community Development

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8 MONTHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
	ECONOMIC AND COMMUNITY DEVELOPMENT				
5100.06	Salary	24,572			
5000.06	Cost of Living				
5105.06	FICA	1,767			
5110.06	Workmen's Compensation	609			
5112.06	Maryland Unemployment	43			
5253.06	Promotional Activities	1,607			
5450.06	Supplies	217			
5600.06	Training	149			
6017.06	Contractual Services	14,928	167,000		167,000
Total		43,892	167,000		167,000

SALARY

This line item represents the proposed elimination the Administrative Assistant position in this department and the redirecting of the fund to the City Administrator's cost center (Budget).

CONTRACTUAL SERVICES

This line item represents fund allocated for Contractual Services for the following projects.

\$32,000 to prepare an Urban Renewal Plan

\$20,000 to provide support to a qualified 501 3c organization that has an articulated, ratified, and delineated agreement with the City to execute the vision for Economic Development.

\$ 15,000 to provide for Real Estate Development soft cost such as appraisals, title searches, surveys

\$100,000 to prepare a Master Plan



Finance

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8 MONTHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
FINANCE DEPARTMENT					
5100.05	Salary	76,299	130,110	96,518	162,157
5000.05	Cost of Living		3,902		
5102.05	Temporary Help		10,000		
5002.05	Salary Adjustment		3,000		
5105.05	FICA	5,837	10,252	5,946	10,252
5110.05	Workmen's Compensation	1,284	1,340	1,000	1,340
5112.05	Maryland Unemployment	272	94	61	94
5114.05	Health Insurance	1,459	1,739	1,168	1,739
5125.05	Retirement	3,848	14,805	3,962	14,805
5250.05	Association Dues		218		218
5600.05	Training	899	3,150		3,150
5975.05	Capital Improvements		13,000		13,000
6010.05	Auditing Services	7,000	7,000	7,000	7,000
6011.05	Special Internal Audit				20,000
6017.05	Consultant		12,000		12,000
Total		96,898	210,610	115,655	245,755

SALARIES

This line item represents funds allocated for the salaries paid to 4 full time employees.

City Treasurer	62,192
Accounting Manager	43,675
Accounting Clerk	28,145
Accounting Clerk	28,145

COST OF LIVING

This line item represents deletions of funds allocated for a 3% cost of living increase for the current staff.

RETIREMENT

This line item represents funds allocated for the cost to City of it retirement program.

ASSOCIATION DUES

This line item represents funds allocated for the Governmental Financial Officers Association.

TRAINING

This line item represents funds allocated for the staff to attend Maryland Municipal League Conference other professional conferences and training.

CAPITAL IMPROVEMENTS

This line item represents funds allocated to upgrade the city's financial management system to foster the networking of the various computers.

AUDITING SERVICES

This line item represents funds allocated to cover the City's annual audit.

INTERNAL AUDIT

This line item represents funds allocated for a special internal audit

CONSULTANT SERVICES

This line item represents funds allocated to provide a consultant to assisted streamlining the city financial management and to strength the city's internal controls in the areas of grant and contractual management.



Public Safety

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 9 MONHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
	POLICE DEPARTMENT				
5100.07	Salaries	424,716	664,605	320,998	682,206
5101.07	Overtime	12,199	16,000	2,837	20,000
5000.07	Cost of Living		42,509		
5002.07	Stipends For Reserve Officers				15
5002.07	Salary Upgrade		45,768		
5105.07	FICA	33,829	57,794	19,091	53,718
5110.07	Workmen's Compensation	48,325	66,954	46,097	56,782
5112.07	Maryland Unemployment	1,591	10,048	5,828	10,048
5114.07	Group Health Insurance	50,787	63,446	54,999	63,446
5175.07	Vehicle Maintenance	9,260	10,000	5,973	15,000
5176.07	Vehicle Accidents		2,000		2,000
5225.07	Conventions and Conferences		1,500		1,500
5232.07	Neighborhood Watch		1,000		1,000
5250.07	Association Dues		300		300
5300.07	Field Supplies	4,687	7,000	3,596	7,000
5325.07	Gasoline	11,055	16,500	10,230	20,500
5400.07	Maintenance Contracts	5,374	8,000	2,527	6,000
5450.07	Office Supplies	3,777	3,000	1,892	3,000
5451.07	Insurance Auto	24,000	25,000	25,000	25,500
5452.07	Utilities for Surveillance Cameras				
5475.07	Postage	200	500	500	1,500
5550.07	Telephones	12,360	14,700	6,297	14,700
5600.07	Training	3,273	4,000	3,696	10,485
5601.07	Specialized Training				
5650.07	Uniforms	6,729	8,000	2,393	12,000
5950.07	Capital Outlay Equipment				
5975.07	Capital Improvements		31,420	15,712	31,420
5976.07	Police Resource Center	30	500		500
6130.07	C/SAFE	17,669	13,500	22,103	13,500
Total		669,861	1,114,044	549,769	1,052,120

SALARIES

This line item represents the salaries for the following:

Chief		60,923
Sergeant	2	83,367
Corporals	2	78,063
Pfc. and Officers	11	400,783

Administrative Assistants	1	29.723
Administrative Assistants	1	29,347

COST OF LIVING

This line item represents the deletion of funds allocated for a cost of living increase for the current staff.

OVERTIME

This line item represents funds allocated for compensation of staff to complete work deemed mandatory to complete court, administrative, late arrest, and other functions after a regular forty -hour work week and pre-approved by the City Administrator

TRAINING

This line item represents funds allocated for all Maryland Police and Correctional Training Commission mandatory in-service training and Annual Firearms Training for the year. Training for year also includes specialty training for areas such as Range Instructions, etc.

CONVENTIONS AND CONFERENCES

This line item includes funds for attendance at the Annual Chief of Police Convention and other Conferences to include travel expense

ASSOCIATION DUES

This line item represents funds allocated for association dues for Maryland Chief of Police, International Chief of Police, and other law enforcement organizations

NEIGHBORHOOD WATCH

This line item represents funds allocated for community related crime prevention activities.

AUTO INSURANCE

This line item represents funds allocated to cover insurance for police vehicles.

VEHICLE MAINTENANCE

This line item represents fund allocated for all auto maintenance, tune-up, tire repair, and windshield repairs, for repairs not covered under warranty.

VEHICLE ACCIDENTS

This line item represents funds allocated for vehicle repairs covered by the city's insurance or under warranty.

POLICE RESOURCE CENTER

This line item represents funds allocated to cover maintenance at the Police Resource Center.

FIELD SUPPLIES

This line item represents funds allocated for photo equipment for police evidence, repair to equipment and film for equipment, ammunition for range, traffic cones, first aide supplies, and fire extinguishers.

STIPENDS FOR RESERVE OFFICERS

This line item represents fund allocated for stipends for 3 Reserve Officers currently in the City's Reserve Officers Program. The payment of stipends to officers enrolled in the City's Reserve Officers Program is a requirement according to State Statute.

OFFICE SUPPLIES

This line item represents funds allocated for all supplies for the day to day operation of the offices Supplies such as pens, pencils, fax paper, copy paper, business cards, ID cards, toner, developer, vacuum bags, cups, plates, forks, spoons, knives, diskettes, etc.

UNIFORMS

This line item represents funds allocated for new uniforms, and repair and replacement of worn-out uniforms.

GASOLINE

This line item represents funds allocated to cover gas for police department vehicles.

TELEPHONES

This line item represents funds allocated for telephone usage for the staff.

UTILITIES FOR SURVEILLANCE CAMERAS

This line item represent funds allocated for telephone and electric services associated with surveillance cameras. No funds are reflected in this line item.

POSTAGE

This line item represents funds allocated for postage meter purchase and monthly postage charges for official correspondence, notification to individuals of vehicle impoundment, and general deliveries or certified mail.

MAINTENANCE CONTRACTS

This line item represents funds allocated for all contracts for service, which includes copy machine repair and service, water cooler, and computer repairs.

CAPITAL IMPROVEMENTS

This line item represents funds allocated for the lease payment for Police Vehicles.



Code Enforcement

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8 MONTHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
CODE ENFORCEMENT OFFICE					
5100.08	Salary	21,920	37,779	22,979	38,912
5000.08	Cost of Living		1,133		
5101.08	Overtime				
5105.08	FICA	1,677	2,976	2,378	2,976
5110.08	Workmen's Compensation	712	950	807	950
5112.08	Maryland Unemployment	321	516	438	516
5114.08	Health Insurance	1,789	2,182	1,910	2,182
5175.08	Vehicle Maintenance				
5300.08	Field Supplies	565	1,000	236	1,000
5600.08	Training		1,500	307	1,500
5975.08	Capital Outlay				
Total		26,984	48,036	29,055	48,036

SALARY

This line item represents fund allocated for the salary paid to 1 full time employee.

Code Enforcement Officer 38,912

COST OF LIVING

This line item represents the deletion of funds allocated for a 3% cost of living increase for the current staff.

TRAINING

This line item represents funds allocated for the staff to attend Maryland Municipal Conference and National League of Cities and other professional organizations.

FIELD SUPPLIES

This line item represents funds allocated to provide for the procurement of field supplies such as film, notices, and citation incidental to the operations of the department.



*Mayor's Office
of Nuisance &
Abatement*

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8 MONHTS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
	NUISANCE ABATEMENT				
6100.06	Salary	17,438		1,463	42,000
6105.06	FICA				1,765
6110.06	Workmen's Compensation				100
6112.06	Maryland Unemployment				800
6114.06	Health Insurance				
6250.06	Dues				
6600.06	Training	61			
6975.06	Capital Outlay				
6017.06	Contractual Services		18,000		
Total		17,499	18,000	1,463	44,665

This line item represents funds allocated for a Nuisance & Abatement Coordinator. The Nuisance & Abatement Coordinator is 40.3% or \$18,000 funded by the Governor's Office of Crime Control and Prevention CSAFE Grant and 59.7% or \$26,665 funded by the City's General Fund

The Nuisance & Abatement Coordinator salary is:

\$ 42,000



Community Services

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8 MONTHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
	COMMUNITY SERVICES ADMINISTRATION				
5100.09	Salaries	16,270	31,638	23,470	32,587
5000.09	Cost of Living		949		
5105.09	FICA	2,426	2,493	1,780	2,493
5110.09	Workmen's Compensation	810	767	714	767
5112.09	Maryland Unemployment	87	420	357	420
5114.09	Health Insurance		1,076	785	1,076
5600.09	Training				2,000
	Subtotal		37,343	27,106	39,343
		19,593			
	COMMUNITY SERVICES SOCIAL SERVICES				
5113.09	Summer Youth Training	455	16,000	144	16,000
5233.09	Emergency Contingencies		500		1,250
5234.09	Fire Department Contribution		10,000		15,000
	Subtotal	455	26,500	144	32,250
	COMMUNITY SERVICES EDUCATION & RECREATION				
5230.09	After School Program	990			
5231.09	Community Service Partnership		2,600		2,600
5232.09	Community Events	3,741	9,300	2,042	12,300
5350.09	Activity Center Insurance	7,000	7,000	7,000	7,000
6117.09	Seat Pleasant Elementary	5,000	5,000		10,000
6234.09	Activity Center Educational Programs		3,000		
6235.09	Activity Center General Programs		3,000		
5425.09	Newsletters		8,000		8,000
6237.09	Activities in the Park				6,000
	Subtotal	16,731	37,900	9,042	45,900
Total		36,779	101,743	36,292	117,493

SALARIES

The Budget for Community Services Department consists of:

Administrative Assistant 32,587

SUMMER YOUTH PROGRAM

This line item represents fund allocated to train youth to develop job marketing skills.

EMERGENCY CONTINGENCIES

This line item represents funds allocated to provide cash and non-cash assistance to needy citizens.

AFTER SCHOOL PROGRAM

This line item represents funds allocated to provide enhancement programs for young people in the after school program. This program includes mentoring, life skills, tutoring and other special programs.

COMMUNITY EVENTS

This line item represents fund allocated for city sponsored events. These include Seat Pleasant Day (\$10,600) Easter Egg Roll (\$200), Tree Lighting Ceremony (\$200), Veteran Day Ceremony (\$500), and Black History Celebration (\$800)

FIRE DEPARTMENT CONTRIBUTION

This line item represents funds allocated for the Volunteer Fire Department.

ACTIVITY CENTER INSURANCE

This line item represents fund allocated for the cost of insurance for the building and content.

SEAT PLEASANT ELEMENTARY SCHOOL

This line item represents funds allocated for the Seat Pleasant Elementary School. No funds are to be expended from this line item until there is a request in writing from the Principal stating how the funds will be utilized.

COMMUNITY SERVICES PARTNERSHIP

This line item reflects \$2,500 for city sponsored Health Fairs and \$100 for Maryland Municipal League Geocaching Program.

ACTIVITIES IN THE PARK

This line item reflects funds allocated for programs to be held within the park for residents during the summer months. Programs to include but not limit to entertainment, leisure fun etc.



Public Works

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8 MONTHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
	PUBLIC WORKS DEPARTMENT ADMINISTRATION				
5100.10	Salaries	222,779	383,571	229,424	386,560
	Cost of Living				
5002.10	Salary Upgrades		9,165		5,000
5101.10	Overtime	3,620	10,000	20,323	10,000
5102.10	Temporary Help				
5105.10	FICA	17,392	31,553	19,106	30,719
5114.10	Group Insurance	18,480	22,100	22,018	20,100
5110.10	Workmen's Compensation	19,213	25,572	21,277	25,504
5112.10	Maryland Unemployment	2,574	5,750	1,463	5,663
5600.10	Training	2,052	8,000	450	10,000
5650.10	Uniforms	4,061	5,000	3,500	1,000
5350.10	Insurance -General Liability	25,594	27,431	27,431	27,979
6016.10	Engineering Services		5,000		5,000
6017.10	Consultant Services				
	Subtotal	315,765	542,860	344,992	527,525
	PUBLIC WORKS STREETS AND LIGHTING				
5275.10	Equipment Maintenance	1,338	2,500	1,797	2,500
6035.10	Street Repairs and Resurfacing	6,202	12,600	2,221	12,600
6040.10	Street Materials and Supplies	2,830	4,000	2,559	4,000
6049.10	Street Lighting	47,032	62,709	34,902	62,709
6058.10	Traffic Control Signs	276	1,500		1,500
6055.10	Street Names Signs	1,213	2,000	462	2,000
6056.10	Pavement Markings		5,420		5,420
5950.10	Capital Outlay				30,000
	Subtotal	58,891	90,729	41,941	120,729
	PUBLIC WORKS BUILDING MAINTENANCE				
5200.12	Greendale Maintenance	10,228			
5200.04	City Hall Maintenance	4,015	5,000	1,931	5,000
5200.10	Garage Maintenance	484	2,000	1,521	2,000
5375.10	Janitorial Supplies	5,763	6,000	3,602	6,000
5950.10	Capital Improvements Greendale				
	Subtotal	20,490	13,000	7,054	13,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8 MONTHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
	PUBLIC WORKS WASTE COLLECTION & DISPOSAL				
6030.10	Brown Landfill	9,648	15,638	5,149	15,638
6046.10	Environmental Cleanup				
	Subtotal	9,648	15,638	5,149	15,638
	PUBLIC WORKS HORTICULTURE & PARK MAINTENANCE				
6025.10	Plant Materials	168	2,000	1,328	2,000
5300.10	Field Supplies	3,928	4,000	3,026	4,000
6025.10	Goodwin Park Plantings				
5215.10	Park Maintenance				
5675.10	Goodwin Park Utilities				
6129.10	Tree Removal				10,000
6026.10	Street Trees & Shrubbery				
6127.10	Beautification Committee				700
6045.10	Mosquito Control		800		830
5950.10	Capital Outlay		1,976	258	1,976
6060.10	Weed Control				
	Subtotal	4,096	8,776	4,612	19,506
	PUBLIC WORKS FLEET MAINTENANCE				
5325.10	Gasoline	18,332	27,361	23,474	27,361
5175.10	Vehicle Maintenance	14,005	20,468	9,828	20,468
5260.10	Eq. Maintenance	5,475	22,344	10,144	22,344
5178.10	Decals & Painting				
5950.10	Capital Outlay		25,000	2,048	25,000
	Subtotal	37,812	95,173	45,494	95,173
	Total	446,702	766,176	449,242	791,571

SALARIES

This line item represents funds allocated for the salaries of the following member of the Public Works:

Director	58,808
Transportation Officer	25,271
CDL Driver	25,271
Laborer/Street Sweeper CDL	34,516
Laborer/Maint. Lead Worker	29,716
Laborer/Maint. Supervisor I	25,237
Laborer/Maintenance Worker III	26,288
Laborer/Maintenance Worker	24,508

Laborer/Maintenance Worker	23,459
Laborer/Maintenance Mechanic	24,508
Laborer/Landscape Gardner	25,237
Laborer/Janitor I	23,459
Foreman	40,282

COST OF LIVING

This line item represents fund deleted for the allocation of a 3% cost of living increase for the current staff excluding the Laborer/CLD and the new Transportation Officer position.

SALARY UPGRADES

This line item represents fund allocated for the upgrade of salaries in the Public Works Department and a merit increase for the Laborer Maintenance Supervisor I and CDL Driver

OVERTIME

This line item compensates Public Works Staff for work essential to complete assignments, and pre-approved by the City Administrator.

TRAINING

This line item represents the allocation of funds for training of Public Works staff in their respective functional areas in order to improve skills, job knowledge, and for the procurement of Commercial Drivers License (CDL) for two Public Works employees.

UNIFORMS

This line item represents funds allocated to cover the lease and regular cleaning of shirts, pants and jackets.

ENGINEERING SERVICES

This line item reflects funds allocated for Engineering Services. This represents the match funds to be used to apply for a larger pool of Federal Fund available in this area.

STREET REPAIRS

This line item represents funds allocated to cover street and sidewalk work paid by the City funds, and generally performed under contract. A smaller amount within this item will be used for sealing cracks and other maintenance work by Public Works staff.

STREET MATERIALS & SUPPLIES

This line item represents funds allocated for street maintenance materials, such as road salt for road and sidewalk traction during inclement weather. Supplies will also include traffic safety devices such as warning signs, construction signs, and traffic cones.

TRAFFIC CONTROL SIGNS

This line item represents funds allocated for replacement and repair of traffic control signs, plus the continuing upgrade to more night visible diamond grade stop signs

STREET LIGHTING

This covers payment to PEPCO for existing lighting.

STREET SIGNS

This allocation will fund continuation upgrade or replacement of street signs in the city and the installation of entrance signs and directional signs.

PAVEMENT MARKINGS

This line item represents funds allocated for continuation of City pavement marking program to comply with MUTCO requirements. Marking will include stop lines, crosswalks, and school crossings

CITY HALL MAINTENANCE

This line item represents funds allocated to sustain, repair and secure City Hall.

GARAGE MAINTENANCE

This line item represents funds allocated to sustain, repair and secure the Public Works garage.

JANITORAL SUPPLIES

This line item represents funds allocated for the purchase of cleaning products, paper products, waxing products, and cleaning supplies.

BROWN STATION LANDFILL

This line item represents an estimate of the annual cost of dumping materials at the County landfill.

PLANT MATERIALS

This line item represents funds allocated for shrubbery, flowers, grass seed, mulch, and other materials for the beautification program.

FIELD SUPPLIES

This line item represents funds allocated to purchase weed killer and other supplies for the beautification program.

GASOLINE

This line item represents funds allocated for gas usage by the department's vehicles.

VEHICLE MAINTENANCE

This line item represents funds allocated to reflect maintenance and routine/minor repair of the department's vehicles as well as unanticipated repairs of a substantial nature.

EQUIPMENT MAINTENANCE

This line item represents funds allocated to reflect maintenance cost of specialized equipment other than automobiles and trucks, such as lawnmowers, weed eaters, and blowers

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BEAUTIFICATION COMMITTEE

This line item represents funds allocated for the Beautification Committee.

MOSQUITO CONTROL

This line item represents funds allocated for an abatement program.

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CAPITAL IMPROVEMENTS

This line item represents fund allocated for the lease purchase of equipment and vehicles in the Public Work Department

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8 MONTHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
	COMMUNITY DEVELOPMENT EXPENDITURES				
8500	Street Improvements	244,376	246,335		261,134
	Totals	246,376	246,335		261,134



Enterprise Funds

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8 MONTHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
	GREENDALE CENTER EXPENDITURES				
5101.12	Overtime				
5200.12	Greendale Maintenance	8,059			
5260.12	Equipment Maintenance	690			
5350.12	Insurance	6,000	6,000	6,000	6,000
5451.12	Event Supplies	6,552			
5550.12	Telephones	316			
5675.12	Electricity	9,960			
5676.12	Natural Gas	3,930			
5677.12	Water	1,721			
5975.12	Capital Improvements		50,000		50,000
5978.12	Debt Service	17,766	28,200	14,100	28,200
6017.12	Contractual Services	5,975			
	Totals	60,969	84,200	20,100	84,200
	GREENDALE CENTER REVENUES				
4605.12	Greendale Funding Events				
	Totals				

CONTRACTUAL SERVICES

This line item represents funds allocated to hire two persons on a contractual arrangement to work at the Feggans Center during the week end funding events. No funds will be needed in this line item until the Feggans Center is reopened.

GREENDALE MAINTENANCE

This line item represents funds allocated for the Greendale Enterprise Funds share of the repairs to the structure and content of the Feggans Center. No funds will be needed in this line item until the Feggans Center is reopened.

EQUIPMENT MAINTENANCE

This line item represents funds allocated for repairs to the refrigerator and ice machine. No funds will be needed in this line item until the Feggans Center is reopened.

TELEPHONES

This line item represents funds allocated for the Greendale Enterprise Funds share of the Feggans Center's telephone cost. No funds will be needed in this line item until the Feggans Center is opened.

ELECTRICITY

This line item represents funds allocated for the Greendale Enterprise Funds share of the Feggans Center's electricity cost. No funds will be needed in this line item until the Feggans Center is reopened.

NATURAL GAS

This line item represents funds allocated for the Greendale Enterprise Funds share of the Feggans Center's natural gas cost. No funds will be needed in this line item until the Feggans Center is reopened.

WATER AND SEWAGE

This line item represents funds allocated for the Greendale Enterprise Funds share of the Feggans Center's water and sewage cost. No funds will be needed in this line item until the Feggans Center is reopened.

EVENT SUPPLIES

This line item represents funds allocated for table clothes, ice buckets, and other supplies to support the weekend Funding Events. No funds will be needed in this line item until the Feggans Center is reopened.

DEBT SERVICES

This line item represents funds allocated to defray the interest and principal on funds borrowed in 2002 for infrastructure improvements at the Feggans Center.

CAPITAL IMPROVEMENTS GREENDALE CENTER

This line item represents funds allocated for Capital Improvement to sustain and secure the Greendale Building. These funds reflect local matching funds to be deployed to tap a larger pool of federal funds available in the infrastructure area.

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2011 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2009 8 MONTHS ACTUAL	FY 2010 APPROVED BUDGET	FY 2010 8 MONTHS ACTUAL	FY 2011 APPROVED BUDGET
	REFUSE COLLECTIONS EXPENDITURES				
7600	Trash Collection Recycling Contract	194,472	226,719	151,460	226,719
7601	Proceeds to the General Fund	42,943	51,739	34,492	51,739
	Totals	237,415	278,458	185,952	278,458
	REFUSE COLLECTIONS REVENUES				
4150	Sanitation and Recycling Fees	272,910	278,458	51,366	278,458
	Totals	272,910	278,458	51,366	278,458

GLOSSARY

The Annual Budget contains specialized and technical terminology that is unique to public accounting and budgeting. This glossary has been prepared to assist the reader in understanding these terms when reviewing this budget.

ACCRUAL ACCOUNTING – The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flow.

REAL PROPERTY TAXES – Commonly referred to as property taxes, these are the charges levied on all homes, and land, according to the property's assessed valuation and tax rate.

PERSONAL PROPERTY TAXES – Commonly referred to as equipment taxes, these are the charges levied on all business equipment, and inventory, according to the property's assessed valuation and tax rate.

AGENCY FUND – A fund used to account for assets held by the City as an agent for individuals, private organizations, other governments and/or other funds; for example, Good Samaritan Contribution.

APPROPRIATION – A legal authorization granted by the City Council which passes a budget ordinance to make expenditures and to incur obligations for specific purposes. An appropriation is limited as to both time and amount and to when it may be expended.

APPROPRIATION ORDINANCE – The official enactment by the City Council to legally authorize the City staff to obligate and expend the resources of the City.

ASSESSMENT – Valuing property for purposes of taxation. This is performed by the State Department of Assessments and Taxation.

BUDGET – A plan of financial operation containing an estimate of proposed expenditures for a given period of time and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal year. It is usually necessary to specify the budget under consideration whether it is preliminary and tentative or whether it has been approved by the governing body, the City Council.

BUDGETARY BASIS – The City prepares its budget in conformity with the State of Maryland Manual of Uniform Financial Reporting. As part of its budgeting process it includes a portion of the fund balance that has been accumulated in prior years. In this manner, tax levies are minimal and all available resources are used.

BUDGET CALENDAR – The schedule of key dates set forth for the preparation and ultimate adoption of the budget.

CAPITAL OUTLAY – Expenditures which result in the acquisition of an addition to fixed assets which have a value of \$1,000 or more and have a useful economic lifetime of more than five years.

CAPITAL IMPROVEMENT – Expenditures which results in extending the useful life of a fixed asset.

DEPARTMENT – A major organizational unit of the City with overall responsibility for one or more activities or functions of the City.

ENTERPRISE FUND – A fund which totally supports its services from fees or charges.

ESTIMATED REVENUE – The amount of projected revenues to be collected during the fiscal year.

FEES – A general term used for any charge levied by the City associated with providing a service or permitting an activity. Major types of fees include building permit fees, and refuse collection fees.

CDC – An abbreviation for Community Development Corporation

UDAG – An abbreviation for Urban Development Action Grant